



Woodlands

NURSERY & PRE-SCHOOL

PARENT HANDBOOK

PLEASE FIND ENCLOSED IMPORTANT INFORMATION ABOUT LIFE AT
WOODLANDS

INTRODUCTION

Welcome to Life at Woodlands!

We are delighted to welcome you to Woodlands Nursery. At Woodlands we aim to create a trusting, reciprocal partnership with you, acknowledging that your involvement is vital to your child thriving.

We welcome your involvement, feedback and contribution to Life At Woodlands. We have plenty of opportunities to get involved including events, parent stay and play sessions and our skill-sharing programme. Our skill-sharing programme is an opportunity to share your skills and expertise with the children and/or other parents/guardians to enhance our learning programme. This may involve running a workshop, creating interesting resources or giving a presentation. If you would like to volunteer in the skill-sharing programme please contact us on [**contact@woodlandsguernsey.co.uk**](mailto:contact@woodlandsguernsey.co.uk)

Parking

We have plenty of onsite parking, please go through Les Beaucamps School main car park entrance. If you follow the road around, the parking is to the left of the building. We please ask not to park on the pavement or in the cottage driveway which is adjacent to the Seedlings garden as it is in constant use. Overflow parking is available to the front of the building.

Fire Evacuation Point

If you hear the alarm ringing or suspect a fire while you are approaching or are at nursery, please head to the evacuation point, which is by the scouts hut to the left of the building. Please inform a member of staff of your presence so you can be factored into headcounts.

Entrance

Seedlings please use the baby room entrance and register in your room. Buds, Minis and Leaves please use the main door. We have public liability insurance to protect the welfare of all who enter our building during opening hours only. Therefore, we are not able to open the doors any earlier than 7.30am and must close promptly at 4.30pm. Please take care when entering and exiting the building due to the busy car park.

Contact Us:

- Opening hours: 7.30am to 4.30pm
- Facebook page: Woodlands Guernsey
- Instagram Page: WoodlandsGuernsey
- Email: [**contact@woodlandsguernsey.co.uk**](mailto:contact@woodlandsguernsey.co.uk), [**bookings@woodlandsguernsey.co.uk**](mailto:bookings@woodlandsguernsey.co.uk)
- Telephone: 07781156110 (main line) 07781156108 (Seedlings)
- Website: [**www.woodlandsguernsey.co.uk**](http://www.woodlandsguernsey.co.uk)

We can be contacted during opening hours via any of the above or in an emergency we can be contacted via email or facebook. We kindly ask that you please do not send 'friend requests' or contact staff members via personal social media accounts or personal contact lines.

LIFE AT WOODLANDS

OUR ETHOS

We are designed to be a home away from home, where your child can relax and grow, in a high quality, unique learning environment.

We strongly believe children are full of amazing potential and giving them everything they need to make the most of it, is something the Woodlands Team takes very seriously.

We aim to help children grow into unique individuals that are socially, physically, intellectually and emotionally adept. Building strong foundations for future learning and development.

POLICIES AND PROCEDURES

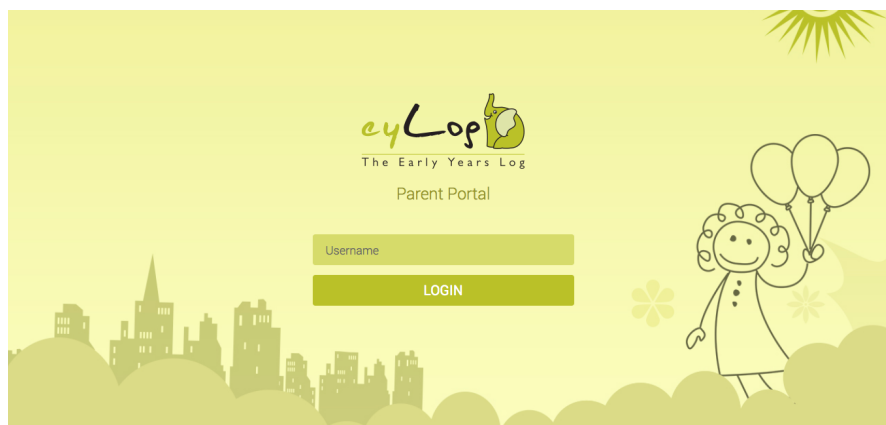
We aim to take the best possible care of your child, protecting their safety and wellbeing at all times. Our policies and procedures have been carefully written and embedded in order to do this. We highly recommend reading our policies and procedures. They are available in the setting and on our website – www.woodlandsguernsey.co.uk

KEEP UP TO DATE

We think it is essential to keep you up to date on your child's progress at all times. We have multiple platforms to keep you informed.

This includes:

- Parent information board, Learning display boards
- Social Media- check out our weekly blog!
- EYLOG Parent Portal - this is the main hub for all the important information you need to know including; daily diary, learning journey (observations and assessments), booked sessions, invoices, messages/newsletters, accident and medicine forms. To access the parent portal please download the app on your smart device through the app store. Then please complete and return the attached consent form.
<https://parentportal.eylog.co.uk/>



We give you feedback via the portal about your child's day. This includes a 'My Day/Week' description with photos of daily activities and a 'Daily Diary' of any important care information e.g. sleep times, bottle feeds. You are welcome to interact with the 'My Day/Week' posts by leaving 'hearts' and comments. Individual feedback about your child's activities and well-being is shared in-person at collection times, rather than through the app, to minimise the amount of time educators spend away from your child.

TERM DATES

Please find below a list of term dates for the 2026-2027 academic year. Please note these dates are predominantly for those who are taking a 'Term Time only' space. Please note we close over bank holidays and over Christmas and Easter for one week.

Term / Important Dates and Celebrations:

Autumn Term 2026

Monday 7th September - Term Starts (Term time children)

Monday 26th October to Friday 30th October - Half term

Friday 18th December - Term Ends (Term time children)

Thursday 24th December- Monday 4th January - Christmas Closure

Notable dates and Celebrations

Friday 11th September - Sunday 13th September - Rosh Hashanah

Wednesday 23rd September - Autumn Equinox (Start of Autumn)

Monday 5th October - Harvest Festival

Sunday 8th November - Diwali

Sunday 31st October- Halloween

Thursday 5th November- Bonfire night

Sunday 8th November- Remembrance Sunday

Monday 9th to Friday 13th November - Nursery Rhyme Week

Friday 13th November- Children in Need

Thursday 26th November - Thanksgiving

Monday 21st December- Winter Solstice

Friday 4th December to Saturday 12th December - Hanukkah

Friday 25th December- Christmas Day



Our Educators strive to have Level 3 and above qualifications, are trained in first aid, food hygiene and child safeguarding. We are dedicated to taking good care of your children to give them the best start in life.

Our Educators

Management Team

Louise : Company Director and Account Manager

Charlie : Bookings and HR Manager, Level 5

Chandel : Nursery Manager, Seedlings Room Leader and Safeguarding Lead, Level 3

Emma: Mini Leaves Room Leader and Deputy Manager, Level 3

Nursery Practitioners

Katie: Buds Room Leader, Level 3 Practitioner

Megan : Blossoms Room Leader, ALNco Lead, Level 4 Practitioner

Sarah: Level 3 Practitioner and Deputy Safeguarding Lead

India: Level 3 Practitioner

Vienna: Level 3 Practitioner

Olivia: Nursery Practitioner

Priya: Nursery Practitioner

Sophie: Nursery Practitioner

Madison: Nursery Practitioner

Carol: Lunchtime and Support cover

PEG BAG LIST

We provide a peg bag for each child and your child has their own peg to store their belongings. You are welcome to leave your peg bag at Nursery but it will need to be replenished and checked to see if spare clothing still fits. Here is a list of items we recommend for your child's peg bag and daily items;

Over 3's

- Spare change of clothes – including socks and a spare pair of shoes, in case of toileting.
- Weather Appropriate Clothing e.g. sun hats, coats, wellies
- Labelled bottle of suncream of at least factor 30 *

Daily

- Water bottle (labelled) - filled with water
- Lunch (labelled)

Under 3's

- Plenty of spare clothing – including socks and a spare pair of shoes
- Weather appropriate clothing e.g. sun hats, coats, wellies
- Labelled bottle of suncream of at least factor 30*
- Any comforters used
- Blanket or Grow Bag for sleeping

Daily

- Water bottle (labelled) - filled with water
- Lunch (labelled)
- Milk & Bottles (labelled) - if breastfeeding please provide milk in appropriate storage. If formula feeding please bring pre-measured powder in appropriate storage or alternatively you are welcome to keep a tub at nursery. Please ensure everything is clearly labelled.

Please ensure all personal items including bags are labelled, especially clothing e.g. jumpers, coats and shoes. Items do get lost occasionally and get dirty as children do get messy therefore, please do not bring your child in their best and most expensive clothes, as we have fun.

LUNCH BOXES

We require a lunch box to be provided for each session your child attends. We have a fridge in your child's room to store their lunchboxes hygienically. Providing nutritional meals is one of the ways we can support healthy development. Please find some lunch box guidance below:

Lunchbox Ideas

- Sandwiches, wraps, pitta bread, crackers, breadsticks, rice, pasta, couscous, noodles, potatoes, cereals (We can also heat food as required). Please note, we cannot reheat already cooked rice, please provide a rice in a unopened pouch)
- Dairy- yoghurt (combine natural yoghurt with fruit puree for added flavour), cheese, milk
- Non-Dairy Protein- meat, fish (oily fish at least once every two weeks), kidney beans, chickpeas/hummus, falafel
- Fruit and Vegetables- at least one portion (cutting them into shapes makes veggies more fun) Please ensure fruit is peeled and cut appropriately for your child's age.
- It is a personal choice whether to provide a pudding. Sweet treats hold more sentimental value over nutritional value.

Things to be careful of are the nutritional value of yoghurt, 'fruit based' confectionery and raisins (not good for little teeth). Salt should be limited to 2g per day. Good guidance on portion control can be found on the British Nutrition Foundation website.

Nursery

3-6 months: Milk feeds (please see the requirements in the food and drink policy)

6-12 months:

- Pureed progressing to chopped meals (we can heat food as required)
- Finger foods for baby led weaning
- Softened or pureed fruit and vegetables
- Full fat dairy products or fruit for pudding
- Milk feeds

Please provide a drinks cup or bottle for water, we are a **water only** setting so please do not provide juice or cordials.

We are a **nut free zone** – please do not include nuts in your child's lunchbox due to known severe allergies at the setting. We please ask to inform us if you are introducing an allergen to your child's diet for the first time e.g nuts, eggs. Due to food health and safety please note we are unable to reheat rice. Please inform a member of staff if your child develops an allergy at the earliest opportunity.

More information on lunchbox ideas can be found here.

[Lunchbox Lowdown | Health Improvement Commission](#)

Copies are also available in the parent info area by the main door.

ILLNESSES AND MEDICINES POLICY

If your child is unwell or unable to attend nursery we require a telephone call or text by 8am. The guidance for exclusion periods is as follows:

Illness or condition	Minimum period of exclusion
Vomiting and Diarrhoea	48 hours after symptoms have ended
High Temperature	May return when temperature is back down and if child well
Common Cold, Cough	Possible exclusion if child is not well enough in themselves
Influenza / Flu	Until child is well enough to return
Tonsillitis / Glandular Fever	Until well enough to return
Diphtheria	Until cleared to return
Tuberculosis	2 weeks after commencing effective treatment or on individual review when drug resistance is likely
Meningitis / Septicaemia	Until child is well enough to return
Whooping Cough	2 days after starting antibiotics or 21 days from onset of symptoms if no antibiotics.
Impetigo	Until healed/crusted over, or 48hrs after commencing antibiotic treatment
Lice (live)	Until appropriate treatment has been administered and live lice combed out.
Chickenpox	Until all spots have healed and scabbed over. Usually 5-7 days.
Measles	4 days from onset of rash and well enough
Mumps	5 days from onset of swollen glands
Rubella	5 days from onset of rash.
Hepatitis A	7 days from onset of jaundice or pale stools
Ringworm	Until treatment has started
Scabies	After treatment
Conjunctivitis	Exclusion possible until discharge stops if transmission evident
Scarlet Fever	24 hours after starting antibiotic treatment
Hand Foot and Mouth	Possible exclusion if transmission evident, until spots have cleared from hands
Slapped Cheek (Fifth Disease, Parvovirus B19)	Until rash has developed
Respiratory infections e.g. Coronavirus	Individuals should not attend if unwell and/or have a high temperature. Public Health recommend not to return until 3 days after positive test.

The above is guidance as advised by public health and the NHS. However, this guidance is subject to change and it is at the discretion of the nursery to vary exclusions times when required on a case-by-case basis, in particular if transmission is high. It is also strongly advised that guardians follow any health instructions given by their GP.

The nursery advise that any unwell children remain at home to enable them to fully recover in the comfort of their home and to minimise the transmission of illness and infection to others at the nursery. Under section 1.48 of the EYQSF regulations “no child should be permitted to stay at the setting if the child appears to be ill”. We make every effort to minimise the disruption to nursery life. However, it may be necessary to temporarily close rooms in order to prevent the spread of infection or due to sickness related staffing shortages. Guardians are informed of any necessary closures through the EYworks Portal. Please see ‘Unforeseen Closure Policy’.

Medicines

We usually prefer not to administer medicines unless a child has a long-term condition or is at the setting full-time, under the consideration that if they require medicine, they are not well enough to attend the setting.

- To administer, a medicine form will need to be completed to enable appropriate staff to administer the medication. The medicine will need to be provided in the original box with the prescription label and the child’s name clearly visible.
- For high temperatures you will be contacted to inform you, we will have a 20-minute cool-down period where we will try and bring down the temperature naturally. If it has not come down in this time we will phone again and ask you to collect your child.
- For full-time students or for known medical conditions we are able to keep medicine e.g. calpol, piriton, epi-pen, asthma inhaler on-site to administer as required. However, after administering, *if* there is no improvement after 30 minutes, you will be contacted to collect your child. Please provide any medicines you would like stored on-site in labelled original packaging.
- If your child has a known allergen or medical condition requiring medication, please inform the nursery of their medical needs and a care plan will be created.
- Please be aware it is at the room leader’s discretion to request your child does not attend 24-48 hours after taking antibiotics in case of reaction.

Long-term Health Conditions

Any child with a long-term health condition that requires ongoing support and/or medication e.g. asthma, parents/guardians are required to provide a Health Care Plan that has been developed with the child’s healthcare professional and is required to ensure this information is reviewed and updated regularly.

IMPORTANT INFORMATION

Collection Times

If the authorised person, as per your child's profile form, is unable to collect your child and you would like a different person to collect your child - we operate a password system to ensure your child is handed over to the correct person. Please agree to a unique password with us beforehand. If a person has arrived to collect your child who is not able to provide a valid password you will be contacted immediately. If we are not able to get in contact, we will keep your child in our care until we have your permission and we will call the relevant authorities.

Toys From Home

We kindly ask that toys from home do not come onto the premises unless they are a named comforter. We are not responsible for any damage or loss of any toys or unnamed items that are brought onto the premises.

Use of Toilets

If you need to use our facilities we have an adult toilet behind reception. Please inform a member of staff if you are going to take your child to the children's toilets to enable us to protect the privacy of other users.

Doors and Gates

Please close all doors and safety gates behind you when entering and exiting the building to protect the safety of all children within our care.

Sun Safety

Please ensure during summer months to apply a layer of sun cream before arriving at the setting. Please supply a labelled bottle of sun cream (preferably SPF 50) and a broad-brimmed (bucket style) hat in your child's peg bag from April to September. If your child has not been supplied with sun cream or has not had any applied in the morning they will be kept inside for their own safety.

Labelled 'Category'	Labelled Sun Protection Factor (SPF)
Low Protection	6, 10
Medium Protection	15, 20, 25
High Protection	30, 50
Very High Protection	50+



*NHS recommends an SPF of at least factor 30, and at least 4-star UVA protection. If the UVA is in a circle, then this meets the EU Standards. Ensure sun cream is not past its expiry date, open no more than 12 months.

Smoking/ Vaping

As per section 1.32 of the EYQSF regulations, smoking and vaping is not permitted within 12 metres of the premises, open windows or ventilation intakes. We kindly ask to prevent the lingering effects from passive smoking/vaping, to please ensure any possessions or clothing coming into the nursery have not been in contact with smoke. We strongly advise not smoking/vaping around the children. For more information about the dangers of second-hand smoke on child health please visit: [Passive smoking - NHS](#)

Fees and Payment

Fees are calculated on a monthly basis and are to be paid monthly in advance. 12 weeks written notice must be given to make any cancellation or reduction of hours. Clients will receive a £0 balance invoice if they are only using the 15 free funded hours. Fees are to be paid either by bank transfer or cheque. If you have any difficulty in making a payment, have any payment queries or would like to set up a standing order please contact the accounts department accounts@guernseychildcare.com.

If fees are not paid within a week of it being due the Company has the right to withdraw the child from Nursery with immediate effect and to pursue the outstanding fees plus the amount of the notice period with our debt collectors. We do not return fees or reduce fees for child sickness or holidays, as we will still need to employ staff throughout the absent period.

Feedback

Your feedback is valuable to us. We would love to share positive feedback with your child's key worker and hear suggestions for improvement to our provision. If you would like to share positive/constructive feedback, give a testimonial or inform us of a grievance, please contact the HR Manager or bookings@woodlandsguernsey.co.uk or Director on accounts@guernseychildcare.com

Settling in

To ensure your child has the best experience possible starting at our setting. Please discuss a settling in strategy with your room leader and key worker. Please bring with you on your first day a written daily routine e.g if your child has sleeps and milk and any important information about your child. We will keep you up to date through the portal, to sign up please complete and return the form at the back of your handbook. If you are breastfeeding your child, we are happy to support you to do this while your child is at nursery, either through breast milk storage or by finding you a comfortable discreet place at the setting to pop in to feed.

All About Me

Any information you can share about your child is helpful to us for the settling in period and beyond. Your child's room leader will provide you with a room information booklet which will include an 'All about me' Section. This is a good way to share your child's routine/preferences, describe things that are important to your child and things that may help soothe your child. Any other information you can include will also be much appreciated.

We love to celebrate every child and their beliefs/culture, so please let us know if there are any special occasions that are important to your family. We kindly request that you do not bring in food from home to celebrate special occasions, this is due to different preferences, allergies and dietary needs, instead please share nutritious recipes that we can follow and make with the children.

SuperSmiles

We are participating in the Guernsey SuperSmiles toothbrushing programme. This is a free of charge service provided in collaboration with the Children's Dental Service and The Early Years Team available to children aged 2 and above. During your child's nursery day your child will be supervised cleaning their teeth once daily in addition to your home routine of twice daily brushing with fluoride toothpaste. All toothbrushes and toothpaste are provided.



1 July 2021

Dear Parent/Carer,

Operation Encompass is a scheme that runs across the UK in order to provide immediate support for children and young people who are involved in or experienced domestic abuse incidents. We are pleased to advise you that with effect from the start of next term (September 2021), Early Years Providers, schools and colleges in Guernsey and Alderney will be participating in this scheme, which is run jointly with Bailiwick Law Enforcement.

Operation Encompass enables information to be shared with the Early Years Providers, schools, and colleges prior to the start of the next school day, when a child or young person has experienced any domestic abuse. This allows the settings to provide appropriate support, dependent on the needs and wishes of the child.

The Named Safeguarding Lead at Woodlands Nursery has been trained to enable them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that Woodlands Nursery is able to make provision for possible difficulties experienced by children, or their families, who have experienced a domestic abuse incident.

We are keen to offer the best support possible to all our children and young people and we believe adopting this important initiative will be extremely beneficial for all those involved. Should you wish to find out more about the scheme, details can be found at www.operationencompass.org.

Should you have any questions, please do not hesitate to contact me.

Yours faithfully



**BAILIWICK OF GUERNSEY
LAW ENFORCEMENT**



eyWorks Registration and Consent

Child's Name: _____ Date of Birth: _____

I have read the information about the eyWorks system and understand that by signing this consent form I will receive an email message and will be able to login and see observations of my child. These observations may include photographs, video clips or audio recordings.

I hereby give consent for my child to be photographed/videoed for record-keeping purposes and for the use of Early Years Professionals at Woodlands Nursery.

I understand that there may be group photographs/videos that incorporate images of my child and other children and teachers.

I agree that these photographs/videos may be used in other children's learning journeys. To protect and respect privacy, I agree not to use/upload/share the photographs, videos and audio recordings involving other children on public web-sites such as social media websites and may not utilise information from my child's learning journey for purposes other than understanding the development of my child.

The Woodlands Nursery policy on photographs/videos covers this in more detail which I can access in the Policies Folder located at reception and online on our website.

I agree that my child's observations, learning journey, reports and other documents created through eyWorks can be stored on eyWorks' systems. I agree to log in using only the personal log-in provided to me. The following email address(es) can be used to send me notifications through the eyLog system.

Your Name	Your e-mail ID	Relationship to the child	Your Signature

Dear Parents/Guardians,

We are pleased to announce that **Woodlands Nursery** are taking steps to implement a Sun Safe Nursery policy and teaching. The content of which forms part of our duty of care to ensure the health and wellbeing of your child/children during nursery hours.

This is a voluntary undertaking by the nursery following an invitation from Sun Safe Nurseries (an Award Scheme), which has been developed by national skin cancer charity 'Skcin', to encourage the necessary culture change regarding attitudes towards sun safety required to combat the soaring rates of skin cancer in the UK.

Whilst we recognise that some sun is good for us, we are mindful of the importance of protecting the children in our care from the dangers of over exposure to UV.

Skin cancer is now the most common and fastest rising cancer in the UK. Malignant melanoma, the deadliest form of the disease is now the most common cancer in young adults aged 15-34. Burning as a young child can cause irreparable damage to a child's delicate skin, that over time can develop with serious consequences.

However, the good news is that skin cancer is almost entirely preventable and simple steps can be undertaken to ensure that your child's skin is protected from the sun's harmful rays.

We therefore believe that together we have a duty of care to ensure that our children grow up with sufficient knowledge of sun safety and that all children at our nursery are adequately protected against the sun's harmful rays. As such we will be utilising the Sun Safe Nurseries Scheme to teach children in our care basic sun safe messages through engaging teaching resources.

In addition, whilst we have always strongly encouraged parents to send their child/children to nursery with sunscreen and a hat to use during outdoor play in the hotter months, we understand parents sometimes forget. As part of gaining our Sun Safe Nursery Status we are committed to ensuring that all parents/guardians are further informed and reminded of the importance of sending your child into nursery with an appropriate sun hat and quality sunscreen.

Sun hats should be either broad-brimmed or legionnaire style (to shade the face, neck and ears that can easily burn) and sunscreen should offer broad spectrum UVA/UVB protection with a minimum 4 star rating and Sun Protection Factor 30+.
(Please label each item with your child's name to ensure its safe return).

As part of our commitment to providing a sun safe environment we also recognise that role models have a key part to play in influencing children's behaviour in regard to sun protection practices. It is therefore important that our staff as well as parents and/or guardians are seen to be actively adopting the same sun safe practices. We have therefore also supplied each parent/guardian with a 'Sun Safety Fact Sheet' provided by the national skin cancer charity Skcin, for you to read and retain.

We hope you understand our concern for the health and wellbeing of your child/children and therefore ask that you kindly fill in the slip below and return it to the nursery office in recognition of our correspondence.

For further information about skin cancer, its prevention, sun safety and the charity 'Skcin', please visit www.skcin.org

Yours Sincerely,

The Woodlands Management Team

Sun Safe Nurseries Parent/Guardian Reply Slip:

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I can confirm that I have read the letter regarding Sun Safe Nurseries and understand the importance of sending my child/children to nursery with an appropriate hat and quality sunscreen to help protect my child from over-exposure to UV during outdoor play in nursery hours.

I can also confirm that I have received the 'Sun Safety Fact Sheet' [Sun Safety Fact Sheet.pdf](#)

Signed.....Date:.....
.....

Print Name:.....
.....

Parent/Guardian of Child/Children's Name(s)
.....

EYWorks Photo/Video Consent

Dear Parents/Guardians,

We use images/videos of children in the nursery to enhance both how we deliver and record our curriculum. We would like to take a moment to clarify how images/videos may be used within the nursery and then ask you to kindly confirm your consent by completing and returning the below consent form.

Learning Journeys

We take images/videos of the children throughout the nursery day as a record of their learning and development. These images/videos are then recorded through daily diaries or observations on the child's individual EYworks profile. With parent/guardian permission the nursery may also share images/videos through the app of peers interacting with each other, including group activities.

At the end of the child's time with us, it is then possible to create a keepsake through the parent app using the images/videos and information recorded on your child's Learning Journey. Images may also be used to record accident details through the accident form section of the app. In addition to this, we may also share images/videos directly to parents/guardians through text or Whatsapp for quick updates on your child's day.

The nursery holds events throughout the year to welcome parents/guardians into their child's environment. During these events the nursery will capture photos/videos to share with those involved if parents/guardians have consented to peer photos/videos. Parents/guardians are not permitted to take images/videos when in attendance at nursery for safeguarding and GDPR reasons.

Displays

We display child images in the environment both as a learning resource and to visually document your child's learning. Displaying images is important for children's learning and development. It helps create an inviting, stimulating, engaging environment, supports routine, as well as helping children to take pride and ownership over their learning, creating a sense of community and awareness of others.

Please be aware that images in the environment are visible to all nursery users including; staff, students, clients, visitors, maintenance/cleaning professionals, health & safety professionals, early years professionals, inspectors. The nursery is a private premises, so is not accessible to the wider public and no party may have access to the premises without the permission of the nursery.

Child images/videos, with parental consent, may be used to support staff training and development either as documentation of work carried out or in training materials/resources.

Third party media e.g. social media

It is nursery practice, unless we have specific consent for special occasions e.g. Leavers' photo, that any images/videos displayed on our social media accounts, which includes Instagram and Facebook, children's faces are not displayed or are disguised. To do this, the nursery uses different camera angles when taking the image to not display the face e.g. taking photos from above or behind and where this is not possible, using post-imagery editing to disguise or blur the face.

It is strictly forbidden take or publish images/videos of any child without the written consent of the child's parents/guardians. Any breach of this will be treated as a safeguarding and GDPR incident.

On an annual basis the nursery hires a professional photographer to take individual and sibling portraits of the children. Parent/guardian consent is gained before any images are taken and are not taken without consent. Parents/guardians are then able to purchase their child's images in print or digital download format.

The nursery will not publish photos/videos without the consent of parents/guardians through external media platforms including local or national press.

Nursery website and promotional material

To publicise and or share information about the nursery, the nursery uses child images, where the child identity is disguised or hidden in the image, on the nursery website and/or promotional material e.g. banners, brochures, displays. Parents/guardians may request for the nursery not to use these images and should inform the nursery of this request in writing. If the nursery would like to use an identifiable child image, the nursery will only do so with written consent from the parent/guardian. The email to use is:
bookings@woodlandsguernsey.co.uk.

We ask to please kindly take a moment to clarify your nursery permissions for use of photos below to ensure you are maximising yours and your child's experience at the nursery. We also ask to please ensure that you review your permissions on an annual basis to ensure you continue to agree with your selection.

Photo Consent Form

I _____ (parent/guardian) confirm I have read and understood the nursery guidance regarding the use of child images and give the following consent for my child's _____ (child name) images to be used within my child's registered nursery.

Description	Initial here
I consent to images/videos to be taken of my child and recorded on the EYworks nursery management platform and associated apps including the EYLog parent and practitioner portals.	
I consent to group peer images/videos featuring my child to be shared with the other parents/guardians of children present in the image through the EYworks platform.	
I consent to images/videos of my child to be shared with me via Whatsapp or text.	
I consent to images of my child being displayed in the nursery environment and understand that these will be seen by any nursery users/visitors.	
I consent for images/videos of my child to be used for training and staff development purposes.	
I give consent to unidentifiable images of my child to be used on the nursery social media accounts.	
I give consent for identifiable images/videos of my child to be used on the nursery website, on promotional material, on training material/resources and on social media – Facebook and Instagram.	
I give consent for photos and videos for local and national press.	
I understand that it is forbidden to take and/or publish photos of other children without the written consent of the child's parent/guardian and any breach of this will be dealt with as a safeguarding and GDPR incident.	
I understand that hidden or disguised images of my child may be used on the nursery website and/or on promotional material. I am aware that I can request to opt out by submitting a request in writing to bookings@woodlandsguernsey.co.uk	

Signed.....

Date:.....